

INTERVIEW QUESTIONS FOR SECRETARY/BOOKKEEPER

1. Describe your professional background, focusing on specific qualifications and training that make you a good candidate for this position.

Currently works at [REDACTED] (12 yrs) - bookkeeper/NCWISSE
26 yrs. finance background

2. Do you have any bookkeeping or payroll experience?

- What specific accounting/bookkeeper courses have you completed?
- Have you had any experience in a school setting?
- Have you ever worked w/time sheets or time cards?
- Do you consider yourself detail-oriented?

How do you prioritize your day? → The children come first
IF I have to stay after, I will.

leave about 4:30 - 4:45

Dealing with change → Patience Change gives us a chance to grow/learn

3. Explain how you prioritize your day if you have several things that have to be completed.

4. In your bookkeeper role, you will be responsible for receipting cash. Do you have any experience in dealing with cash collections? Be specific.

- If a teacher turned in his/her daily receipts with the receipt book to you, what would you do next?

Receipt behind teachers anything they receipt
→ Count the cash, add receipts & check collection report; write a receipt for daily

5. Describe reconciling a bank statement.

- What is a deposit in transit?
one that will be carried forward.

6. Address the issue of confidentiality as it relates to working in a public organization.

Children/parent/teachers

listen/soundboard/keep private
sounding board

Knowing who to go to & when

7. Do you have any experience with preparing a budget and maintaining a budget? Be specific.

- If you enter a requisition in the system and it is showing the line item is over budget, what is your next step?

Find out why
Do funds
transfer/
find another
budget

- Has prepared school budget last 6 years &
principal approved
- get principal before approval.

8. Describe your experience using computers. Any experience using the AS400, SchoolFunds, Word, and Excel?

all of the above
Still learning some excel

9. How would you handle the situation if you were asked to do something related to your job that was not in compliance with Board policy or Edgecombe County Public Schools' procedures or not legal?

Not in position to handle, find someone else.

Wanted to know John's duties → not as much medication
but does some as needed.

Teachers can call as early as 5:30 for
substitute

Candidate's Name Donnette Summerlin Date 10/11/14

Position Applying For Bookkeeper (Office Manager)

Rate each factor based on application information and interview	BELOW Expectations (Explain)	MEETS Expectations	EXCEEDS Expectations (Explain)
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Job Knowledge and Curriculum Innovations
(Knowledge required to perform the job)

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Comments Currently performing same duties at another school; very familiar w/ programs and procedures

Professional Attributes/Abilities

(Organization/leadership skills, judgment, decisiveness, problem analysis, intelligence, stress tolerance)

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Comments _____

Relevant Experience

(teacher, assistant principal, principal, supervisor/director, assistant superintendent)

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Comments Currently works as bookkeeper/receptionists (12 yrs)

Communication Skills

(grammar, voice quality, presentation of facts/ideas)

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Comments answered questions; could have expanded more / some were just yes or no

Sensitivity/Interpersonal Relationships

(concern for others needs, tact in dealing with others, skill in resolving issues)

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Comments puts students first; willing to stay after to get work completed if needs to work with student first. Understands may need to be "sounding board" & know when to keep it private

Personal & Character Attributes

(appearance, personality, poise, flexibility, enthusiasm, maturity, work ethic, confidence, motivation)

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Comments _____

Circle Present Education Level: ? BA/B.S. MA Ed.S. Ed.D. Ph.D.

Other Comments _____

Interviewer's Signature Amy W. Pearce Date 10/17/14

Candidate's Name _____

INTERVIEW QUESTIONS FOR SECRETARY/BOOKKEEPER

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John 2. Do you have any bookkeeping or payroll experience?

- What specific accounting/bookkeeper courses have you completed?
- Have you had any experience in a school setting?
- Have you ever worked w/time sheets or time cards?
- Do you consider yourself detail-oriented?

Stephanie 3. Explain how you prioritize your day if you have several things that have to be completed.

Debbie 4. In your bookkeeper role, you will be responsible for receipting cash. Do you have any experience in dealing with cash collections? Be specific.

- If a teacher turned in his/her daily receipts with the receipt book to you, what would you do next?

Stephanie 5. Describe reconciling a bank statement.

- What is a deposit in transit?

Amy 6. Address the issue of confidentiality as it relates to working in a public organization.

SA

7. Do you have any experience with preparing a budget and maintaining a budget? Be specific.
- If you enter a requisition in the system and it is showing the line item is over budget, what is your next step?

John

8. Describe your experience using computers. Any experience using the AS400, SchoolFunds, Word, and Excel?

amy

9. How would you handle the situation if you were asked to do something related to your job that was not in compliance with Board policy or Edgecombe County Public Schools' procedures or not legal?
